

**TRUSTEE'S CERTIFICATION OF NON-RECEIPT OF PAYMENT -
NEWARK/TRENTON**

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Trustee Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Trustee's Certification of Non-Receipt of Payment - Newark/Trenton**; click [NEXT]
- STEP 5** **Select the Party** screen displays. Highlight your name; click [NEXT]
- STEP 6** Click [NEXT] to skip the screen "The following attorney/party associations do not exist for this case". **Do not place a check in the box.**
- STEP 7** Upload pdf file; click [NEXT]
- STEP 8** Objection deadline displays. **Do not change the date**; click [NEXT]
- STEP 9** Confirm case name and number; click [NEXT]
- STEP 10** Docket text appears. Review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen. If modification is necessary, use [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

**Trustee's Certification of Non Receipt of Payment Filed by John Jones.
Objection deadline is 11/20/2002. (Jones, John)**

- STEP 11** **Notice of Electronic Filing** displays.

